



*State Of New Hampshire*  
**DIVISION OF PERSONNEL**  
Department of Administrative Services  
54 Regional Drive; Suite 5  
Concord, New Hampshire 03301

## **FREQUENTLY ASKED QUESTIONS**

- **How do I create an account as a new user?**

ANSWER: Please visit our website at [How to Register | Human Resources | NH Dept. of Administrative Services](#) .

- **How do I apply for a job?**

ANSWER: Please visit [How to Apply | Human Resources | NH Dept. of Administrative Services](#) for a complete set of instructions on how to apply.

- **What is an email address and how do I create one?**

ANSWER: An email address is an electronic address where you can receive messages. An email address takes the form of name@provider, such as jsmith@example.com. There are many free and accessible email providers that you can use for this purpose.

- **What web browser should I use?**

ANSWER: To make sure you have the best experience possible, we recommend using the most up-to-date version of Microsoft Edge.

- **Can I use my phone to apply?**

ANSWER: Yes, you can apply using your phone with any browser.

- **What is the “Close Date” on a job posting?**

ANSWER: A closing date is when a job posting no longer accepts applications.

- **What is the “Job ID” on a job posting?**

ANSWER: The job ID is the five digit number assigned to each position.

- **What is a labor grade?**

ANSWER: A labor grade identifies the compensation rates for a position. Please visit [Job Classification and Compensation | NH Dept. of Administrative Services | Human Resources](#) for more information on job classification and compensation.

- **Do I need to create multiple accounts for different agencies?**

ANSWER: No, you do not need more than one account to apply for jobs with different agencies.

- **Can I work from home?**

ANSWER: Some positions may have the opportunity for a hybrid work environment with telework upon completion of orientation requirements.



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- **I have more than one account. How can I merge them?**

ANSWER: Accounts are linked to your email address and cannot be merged.

- **What do I do if I am unable to log in?**

ANSWER: Your username is your email. Once your email is entered click forgot password and answer your security questions (pet name and city you were born in). You will then be prompted to reset your password.

- **What is the difference between internal and external job postings?**

ANSWER: Internal job postings are only available to applicants who already work for the State of New Hampshire. External job postings are open to the public.

- **How long will it take for me to hear back?**

ANSWER: The State of New Hampshire does its best to process applicants as thoroughly and efficiently as possible.

- **Where can I find more information about different State agencies?**

ANSWER: Please visit [State Agencies | Government | NH.gov](#) to access our State directory and office locator.

- **Where can I find more information about benefits?**

ANSWER: Please visit our benefits page at [Employee Benefits | NH Dept. of Administrative Services](#)

\* If you have questions or issues with the application process, please contact the Division of Personnel Monday through Friday 8:00 am - 4:00 pm at (603-271-3261 or email [nhjobs@das.nh.gov](mailto:nhjobs@das.nh.gov))